

CNETINST 4200.4
OS3
11 Oct 2001

CNET INSTRUCTION 4200.4

Subj: PROCESSING UNSOLICITED PROPOSALS

Ref: (a) Federal Acquisition Regulation Subpart 15.6

1. Purpose. To establish procedures for receipt, evaluation, and disposition of unsolicited proposals submitted to the Chief of Naval Education and Training (CNET), Pensacola, Florida. This includes requests by prospective contractors seeking to make presentations for the purpose of obtaining contracts with CNET. This instruction shall also serve as a template for NAVEDTRACOM activities to establish internal policies for processing unsolicited proposals.

2. Background. Reference (a) establishes policies and procedures for submission, receipt, evaluation, and acceptance of unsolicited proposals. An unsolicited proposal is a written proposal submitted on the initiative of a contractor for the purpose of obtaining a contract from the Government. The proposal must be innovative and unique, and independently originated and developed by the contractor.

3. Action and Responsibilities

a. The Acquisition Planning and Contract Management Office (APCMO) (OS3) is the CNET coordinator for processing all unsolicited proposals within CNET Headquarters and is responsible for ensuring compliance with the requirements of reference (a). NAVEDTRACOM activities shall develop policies consistent with this instruction for processing unsolicited proposals and contacts by commercial firms soliciting noncompetitive contracts. These policies shall identify an appropriate point of contact within their command.

b. In carrying out these functions, OS3 will:

(1) Provide advance guidance to prospective offerors for submission of unsolicited proposals.

(2) Review each unsolicited proposal upon receipt to determine whether it meets the requirements of reference (a).

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(3) If the proposal meets the requirements, acknowledge its receipt. If it does not, give the offeror an opportunity to submit the required data.

(4) Circulate the unsolicited proposal to cognizant personnel for a comprehensive evaluation.

(5) Return any unsolicited proposal that receives an unfavorable evaluation to the offeror, citing reasons for non-acceptance.

(6) Forward any unsolicited proposal that receives a favorable evaluation to the appropriate contracting office for contract negotiation.

(7) Establish controls to make sure unsolicited proposals are processed in an expeditious manner.

c. Personnel receiving an unsolicited proposal will deliver it promptly to the APCMO (OS3). Personnel who are contacted by prospective contractors wanting to make a presentation that solicits business from CNET will inform them of the requirement to submit an unsolicited proposal and to contact the APCMO for further information.

d. Personnel evaluating proposals will consider the factors listed in reference (a). OS3 will assist in the evaluation process when requested. Evaluation results and recommendations will be forwarded to OS3 upon completion.

e. Personnel will not use any data, concept, idea, or other part of an unsolicited proposal as the basis or part of the basis for solicitation or in negotiations with any other firm unless OS3 obtains the offeror's consent.

f. An unsolicited proposal may include trade secrets, processes or other matters that the contractor does not want disclosed. The data marked restrictive in an unsolicited proposal will not be disclosed in whole or in part for any purpose other than to evaluate the proposal.

/S/

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Chief of Staff

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